

## Law Enforcement Information Network

### ACCESS TO ANOTHER AGENCY'S ORI

It is often necessary for an agency to have access to another agency's ORI. For example, a dispatch center may need access to a law enforcement agency's ORI to enter records or query records on an agency's behalf.

In order to use another agency's ORI, configuration rights must be set, giving access rights to the additional agency. To request access to another agency's ORI, please complete the following:

1. The terminal agency coordinator (TAC) or the agency head of the authorizing agency must send an email to LEIN Field Services, Ms. Victoria Kreis at [KreisV@Michigan.gov](mailto:KreisV@Michigan.gov), specifying:

"I have authorized agency \_\_\_\_ to have access to use insert agency name ORI, MIxxxxxxx on station ABCDCOMP. I authorize agency \_\_\_\_ to have the following rights (insert rights, such as, entry, query, and update rights)".

Please include in the E-mail:

- The TAC's name and contact information
- The agency name and ORI
- The mnemonic of the station that they are granting access through

2. LEIN Field Services will assign a duplicate of the ORI and notify the requestor.

3. The requestor will have to notify their interface agency to provide access to the appropriate agency/user. For MICJIN Portal agencies, this step does not apply